

**Summit County Combined General Health District
Board of Health Meeting – Thursday, August 8, 2019
5:00 p.m.
Keck Boardroom – Building A**



MINUTES

A. Welcome of Persons Present – *Ms. Billow welcomed Sandra Waino, RN, BSN, Public Health Nurse and Mauve Stearns, daughter of Tabitha Stearns, Legal Counsel.*

B. Call to Order – *Ms. Billow called the meeting to order at 5:03 p.m.*

C. Board Member Roll Call: *Patricia Billow, Dr. James Boex, Lynn Clark, Dr. Roberta DePompei, Dr. Kristine Gill, Dan Karant, Dr. Gayleen Kolazcewski, Leon Ricks, Jeffrey Snell, Marco Sommerville, and Karen Talbott. Dominic Cugini and Sheila Williams arrived after roll call. Absent: Dr. Amy Arnold, Todd Burdette, Dr. Aleksandra Mamonis and Dr. Richard Stephens. Others present: Leanne Beavers, Tonya Block, Tonia Burford, Angela Burgess, Cory Kendrick, Brenda Pickle, Heather Pierce, Eric Seachrist, Donna Skoda, Tabitha and Mauve Stearns and Sandra Waino.*

D. Approval of the Minutes of the Regular Board Meeting

Motion by Ms. Talbott, seconded by Mr. Karant to approve the Board of Health meeting minutes from July 11, 2019.

Approved by voice vote.

E. Public and Staff Comments *(three minute maximum.)*

F. Reading of Schedule E – Late Filings – *None.*

Motion by _____, seconded by _____ to accept Schedule E – Late Filings.

G. Motion by Ms. Clark, seconded by Dr. DePompei to adopt Resolution No. 027-19, entitled “Approval of the Consent Agenda, Schedules and all matters on the Consent Agenda”

Schedule A	Personnel
Schedule B	Employee Training and Travel Expenses
Schedule C	Contracts
Schedule D	Finance
Schedule E	Late Filings

Approved by voice vote.

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H. Health Commissioner's Report

1. **Reaccreditation** – *Ms. Skoda announced and distributed the official notice and plaque for reaccreditation. SCPH was the first to be accredited in Ohio and now the first to be reaccredited.*
2. **Motion by Mr. Karant, seconded by Ms. Talbott to adopt Resolution No. 028-19** authorizing full authority of the Board of Health to the Health Commissioner to enter into a contract for a bid not to exceed \$1,451,711.00 (125% of engineer's estimate) for the Fairway Center site and sewer improvement plans because of the need to engage contractor so work can be completed within the construction season. The Health Commissioner will consult with the Board President, the Engineer for the project (DLZ Architecture, Inc.) and the Summit County Prosecutor in selecting the lowest and best bidder and signing of contract. It is expected that the full board will ratify said bid award and contract entered by the Health Commissioner at its regular Board of Health meeting September 12, 2019 (*See Enclosure.*)

Approved by voice vote.

3. **Fiscal Report** – *Nothing to report.*
4. **Policy and Legislation** – *Tobacco 21 Update. Mr. Kendrick reported the state budget bill passed to include raising the age of buying tobacco to age 21. Vaping products were added in the definitions with taxes similar to tobacco products and enforcement included. Law goes into effect in 90 days. SCPH notified vendors that within the 90 days nothing changes for them. We are awaiting to see what happens with the state law. Current information is posted to the SCPH website under Tobacco 21: www.scph.org. Health Policy accomplishments distributed (See Enclosure.)*
5. **The Finance and Personnel Committee will meet immediately after the August 8, 2019 Board Meeting.**
6. **Township Association of Summit County Dinner Meeting – Tuesday, September 3 at 6:00 p.m. in the Summit Auditorium (Building A). Please RSVP to bpickle@scph.org by Tuesday, August 27, 2019.**
7. **Board of Health Retreat – Thursday, September 12, 2019 from 2:00 p.m. – 5:00 p.m. has been CANCELED.**

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8. Board of Health Educational Program – Thursday, November 14, 2019 from 3:00 p.m. – 5:00 p.m. in the Boardroom. A light dinner will be served. Educational Program will be videotaped for members unable to attend.

I. Environmental Report – Sewage Hearing. *Ms. Burford reported a complete rework of the EH enforcement process was conducted. Efficiencies to eliminate or shift the burden of Board hearings to a Hearing Officer was completed. We had our first request for a hearing for a sewage nuisance for property at 1740 Anton, Norton, Ohio. This has been an issue for the past 18 months. The Hearing is scheduled for August 21. Lynn Clark will attend as a Board of Health representative. The Hearing officer has been contacted. The Health Commissioner has issued a public health order to fix the nuisance. They are appealing. A report will be forwarded to the full Board.*

J. Clinical Health/Medical Director's Report

- 1. Communicable Disease Report** *(See Enclosure.)*
- 2. Vector Borne Disease Surveillance Report** *(See Enclosure.)*

K. Miscellaneous Business

Motion by Mr. Snell, seconded by Ms. Clark, to adjourn into Executive Session at 5:28 p.m. to:

- 1. Confer with the Board's counsel concerning disputes involving the Board that are the subject of pending litigation pursuant to O.R.C. 121.22(G)(3).**

Roll Call Vote:

Patricia Billow (Aye); Dr. James Boex (Aye); Lynn Clark (Aye); Dominic Cugini (Aye); Dr. Roberta DePompei (Aye); Dr. Kristine Gill (Aye); Dan Karant (Aye); Dr. Gayleen Kolazcewski (Aye); Leon Ricks (Aye); Jeffrey Snell (Aye); Marco Sommerville (Aye); Karen Talbott (Aye); Sheila Williams (Aye).

Approved by voice vote.

Motion by Dr. Boex, seconded by Mr. Karant to reconvene from Executive Session at 6:00 p.m.

Roll Call Vote:

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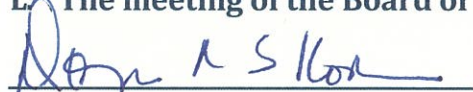


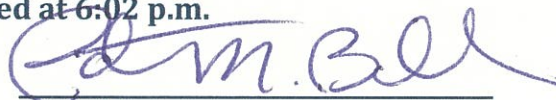
MINUTES

Patricia Billow (Aye); Dr. James Boex (Aye); Lynn Clark (Aye); Dominic Cugini (Aye); Dr. Roberta DePompei (Aye); Dr. Kristine Gill (Aye); Dan Karant (Aye); Dr. Gayleen Kolazcewski (Aye); Leon Ricks (Aye); Jeffrey Snell (Aye); Marco Sommerville (Aye); Karen Talbott (Aye); Sheila Williams (Aye).

Approved by voice vote. No action.

L. The meeting of the Board of Health adjourned at 6:02 p.m.


Secretary


President

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SCHEDULE A – PERSONNEL

- 1. Approve the change of status of Sarah Cochran, Sanitarian-in-Training to Sanitarian with no change in pay effective August 19, 2019.** *(Sarah works in the Food Safety and Recreation programs and recently met the requirements to advance to a Registered Sanitarian in the state of Ohio.)*
- 2. Approve the change of status of Joshua Herold, Student/Temporary Help, to Sanitarian-in-Training, full-time, \$26.82 per hour effective August 19, 2019** *(Joshua is currently working for Mosquito Control seasonally and will be working in the Water Quality programs. He is a recent graduate of the University of Akron.)*
- 3. Approve the resignation of Ryan Hochstrasser, Student/Temporary Help, effective July 26, 2019.** *(Ryan has been with SCPH working in the Mosquito Control program since May 13, 2019 for a total of 2 months.)*

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SCHEDULE B - EMPLOYEE TRAINING AND TRAVEL

AUGUST TRAVEL REPORT 2019

Name of Conference/Training: Geriatric Workforce Enhance Program Team Meeting

Sponsor: Center for Summa Senior Health

Date Attending: 7/31/2019

Date Returning: 7/31/2019

City: Newburt Township

State: Ohio

Staff Attending: Donna Barrett

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage:	Total Cost of Expenses: TIME ONLY

Name of Conference/Training: Unit 2

Sponsor: Nurse-Family Partnership

Date Attending: 8/5/2019

Date Returning: 8/9/2019

City: Denver

State: CO

Staff Attending: Tasha Wilson

Grant or General Fund: General Fund

Airfare: \$500	Shuttle: \$60	Parking:	Lodging: \$1300.00
Meals: \$258	Registration:	Mileage: \$62.64	Total Cost of Expenses: \$1,620.64

Name of Conference/Training: Ohio Lead Abatement Contractor Exam

Sponsor: D&S Diversified Technologies LLP

Date Attending: 8/21/2019

Date Returning: 8/21/2019

City: Euclid

State: OH

Staff Attending: Mike Boronka & Nate King

Grant or General Fund: Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$140.00	Mileage: \$97.44	Total Cost of Expenses: \$237.44

Name of Conference/Training: Composting In Ohio: A Tour of the Industry
Sponsor: The Ohio State University/OARDC
Date Attending: 8/22/2019 **Date Returning:** 8/22/2019
City: Cleveland **State:** OH

Staff Attending: Julie Brown **Grant or General Fund:** General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$40.00	Mileage: \$29.58	Total Cost of Expenses: 69.58

Name of Conference/Training: CityMatCH Institute for Equity in Birth Outcomes Training
Sponsor: CityMatCH
Date Attending: 8/26/2019 **Date Returning:** 8/29/2019
City: Minneapolis **State:** MN

Staff Attending: Shaleeta Smith, Ndidi Edeh-Larberg, Carmen Sanders
Grant or General Fund: Grant

Airfare: \$300	Shuttle: \$50	Parking:	Lodging: \$510
Meals: \$240	Registration:	Mileage:	Total Cost of Expenses: \$1100

Name of Conference/Training: NBAC Committee Meeting
Sponsor: Ohio WIC
Date Attending: 9/6/2019 **Date Returning:** 9/6/2019
City: Columbus **State:** Ohio

Staff Attending: Joseph Bruening **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking: \$10.00	Lodging:
Meals:	Registration:	Mileage: \$127.60	Total Cost of Expenses: \$137.60

Name of Conference/Training: Community Naloxone Distribution Conference: Project DAWN & Beyond
Sponsor: The Ohio Department of Health
Date Attending: 9/13/2019 **Date Returning:** 9/13/2019
City: Columbus **State:** Ohio

Staff Attending: Angela Kaiser, Jackie Pollard **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$40	Mileage: \$263.32	Total Cost of Expenses: \$303.32

Name of Conference/Training: 2019 Recycling Partners Conference
Sponsor: Association of Ohio Recyclers, Ohio Assoc. of Litter Prevention and Recycling Professionals, SWANA Buckeye Chapter
Date Attending: 9/16/2019 **Date Returning:** 9/16/2019
City: Canton **State:** OH

Staff Attending: Rebecca Bralek and Tonia Burford **Grant or General Fund:** General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$150	Mileage:	Total Cost of Expenses: \$150

Name of Conference/Training: Ohio Guardianship Association 14th Annual Conference
Sponsor: Ohio Guardianship Association
Date Attending: 9/18/2019 **Date Returning:** 9/19/2019
City: Fairborn **State:** Ohio

Staff Attending: Donna Barrett **Grant or General Fund:** General Fund

Airfare:	Shuttle:	Parking: \$20	Lodging: \$200.00
Meals:	Registration: \$110.00	Mileage: \$216.92	Total Cost of Expenses: \$526.92

Name of Conference/Training: Asbestos Contractor/Supervisor Refresher
Sponsor: Training Services International
Date Attending: 10/9/2019 **Date Returning:** 10/10/2019
City: Eastlake **State:** OH

Staff Attending: Brian Ng **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$199.99	Mileage:	Total Cost of Expenses: \$199.99

Name of Conference/Training: FIMR Coordinator Training
Sponsor: Ohio Dept of Health
Date Attending: 10/9/2019 **Date Returning:** 10/10/2019
City: Pickerington **State:** OH

Staff Attending: Sandy Waino & Megan Sutherland **Grant or General Fund:** Grant

Airfare:	Shuttle:	Parking:	Lodging: \$200.00
Meals: \$104	Registration:	Mileage: \$168.20	Total Cost of Expenses: \$472.20

Name of Conference/Training: Leadership Essentials for Health District Success

Sponsor: AOHC

Date Attending: 11/5/2019

Date Returning: 11/6/2019

City: Columbus

State: Ohio

Staff Attending: Kristi Kato and Brent Rollins

Grant or General Fund: Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals: \$96	Registration: \$570	Mileage: \$136.88	Total Cost of Expenses: \$802.88

Name of Conference/Training: Safe Routes Partnership National Conference

Sponsor: Safe Routes Partnership

Date Attending: 11/11/2019

Date Returning: 11/15/2019

City: Tampa

State: FL

Staff Attending: Kristi Kato

Grant or General Fund: Grant

Airfare: \$600	Shuttle: \$120	Parking: \$100	Lodging: \$1200
Meals: \$270	Registration: \$545.00	Mileage: \$58.00	Total Cost of Expenses: \$2,893

MULTIPLE MEETINGS

Name of Conference/Training: HVAC 101

Sponsor: Brewer-Garrett Co

Date Attending: 8/6/2019

Date Returning: 9/24/2019

City: Middleburg Heights

State: Ohio

Number of Multiple Meetings: 8

Staff Attending: Eddie Mink

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$296	Total Cost of Expenses: \$296

Name of Conference/Training: Adobe InDesign (Akron Campus)

Sponsor: UA Solutions

Date Attending: 10/25/2019

Date Returning: 11/1/2019

City: Akron

State: OH

Number of Multiple Meetings: 2

Staff Attending: Dawn Meyers

Grant or General Fund: Grant

Airfare:	Shuttle:	Parking: \$10.00	Lodging:
Meals:	Registration: \$159.00	Mileage:	Total Cost of Expenses: \$169

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SCHEDULE C – CONTRACTS

A. Administration

- 1. Adopt Contract No. 138577 authorizing an agreement between Charles E. Harris & Associates, Inc. and the Summit County Combined General Health District for the purpose of performing annual audit services of the Health District's funds** *(pending Prosecutor approval for the period January 1, 2019 through December 31, 2023 in an amount not to exceed \$83,720.00 payable to Charles E. Harris & Associates, Inc.)*

B. Clinical Health

- 1. Adopt Contract No. 138580 authorizing an amended agreement between Brightview LLC and the Summit County Combined General Health District to provide consultation services to implement an Emergency Department Comprehensive Care Project** *(pending Prosecutor approval for the period September 1, 2018 through November 30, 2019 in an amount not to exceed \$1 million payable to Brightview LLC.)*
- 2. Adopt Contract No. 138575 authorizing an amended agreement between The Ursuline Center and the Summit County Combined General Health District for the purpose of HIV Prevention Services** *(pending Prosecutor approval for the period January 1, 2019 through December 31, 2019 in an amount not to exceed \$34,756.66 payable to The Ursuline Center.)*
- 3. Adopt Contract No. 138581 authorizing an amended agreement between the Ohio Department of Administrative Services and the Summit County Combined General Health District for Personal Responsibility Education Program (PREP)** *(pending Prosecutor approval for the period August 9, 2017 through August 31, 2019 to increase the amount from \$122,893.68 to \$133,134.82 payable to SCPH.)*

C. Environmental Health

- 1. Adopt Contract No. 138578 authorizing an agreement between The Ohio Department of Health, Public Health Lead Investigation Program and the Summit County Combined General Health District to conduct investigations of lead poisoning within Summit County, Ohio** *(pending Prosecutor approval for the period July 1, 2019 through June 30, 2021 in an amount not to exceed \$60,000.00 payable to SCPH.)*

**Summit County Combined General Health
District Board of Health Meeting
Thursday, August 8, 2019 5:00p.m. Keck
Board Room, Building A**



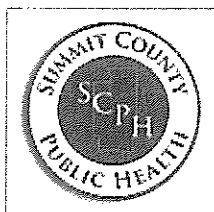
SCHEDULE D - FINANCE



SUMMIT COUNTY PUBLIC HEALTH

Monthly Cash Statement As of July 2019

<u>Cash Receipts</u>	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
State Subsidy	\$226,544	\$0	\$226,544
Environmental Health Fees	\$2,036,631	\$117,280	\$2,153,911
Vital Statistics	\$358,738	\$0	\$358,738
Personal Health Services	\$454,173	\$230,129	\$684,302
Miscellaneous Receipts	\$124,797	\$359	\$125,156
Federal Funds Reimbursement	\$49,363	\$6,288,572	\$6,337,935
Local Contracts (Including Akron)	\$2,131,179	\$957,580	\$3,088,759
State Fees	\$643,883	\$0	\$643,883
Rental of Property	\$74,352	\$0	\$74,352
Sale - Real Property	\$1,414,837	\$0	\$1,414,837
Local Taxation	\$1,615,338	\$0	\$1,615,338
TOTAL CASH RECEIPTS	\$9,129,835	\$7,593,920	\$16,723,755
<u>Cash Disbursements</u>	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
PERS/Workers Comp/Medicare	\$551,204	\$487,246	\$1,038,450
Health Benefits	\$639,427	\$581,770	\$1,221,197
Travel	\$72,645	\$40,536	\$113,181
Supplies	\$254,728	\$467,399	\$722,127
Contracts Services/Repairs	\$1,077,920	\$2,400,833	\$3,478,753
Building Rental	\$15,692	\$61,979	\$77,671
Advertising and Printing	\$4,549	\$21,345	\$25,894
Other Expenses	\$20,186	\$273,831	\$294,017
Equipment	\$118,890	\$61,960	\$180,850
Remittance to State	\$784,034	\$0	\$784,034
Nuisance Abatement Expense	\$1,250	\$0	\$1,250
Debt Service-Building	\$1,602,040	\$0	\$1,602,040
Client Services	\$7,068	\$43,938	\$51,006
Salaries	\$3,443,242	\$3,027,135	\$6,470,377
TOTAL CASH DISBURSEMENTS	\$8,592,875	\$7,467,972	\$16,060,847
RECEIPTS LESS DISBURSEMENTS	\$536,960	\$125,948	\$662,908
Transfers/Advances-In	\$0	(\$293,767)	(\$293,767)
Transfers/Advances-Out	\$17,360	\$276,407	\$293,767
Reserve for Encumbrances	\$6,310,704	\$4,626,686	\$10,937,390
FUND BALANCE	\$6,830,304	\$4,769,994	\$11,600,298



Summit County Public Health

General Fund Executive Summary

July 2019 Financial Report

	<u>2018 YTD</u> <u>Actual</u>	<u>2019 YTD</u> <u>Actual</u>	<u>2018 vs 2019</u> <u>YTD Variance</u>
<u>Cash Receipts</u>			
Local Taxation	1,615,338	1,615,338	(0)
State Subsidy	271,841	226,544	(45,297)
Environmental Health Fees	1,934,154	2,036,631	102,477
Vital Statistics	326,299	358,738	32,438
Personal Health Services	452,784	454,173	1,388
Miscellaneous Receipts	96,112	124,797	28,685
Federal Funds Reimbursement	16,774	49,363	32,589
Local Contracts (Including Akron)	2,244,355	2,131,179	(113,177)
State Fees	647,120	643,883	(3,237)
Rental of Property	78,420	74,352	(4,068)
Sale - Real Property	0	1,414,837	1,414,837
TOTAL CASH RECEIPTS	7,683,198	9,129,833	1,446,635
<u>Cash Disbursements</u>			
Salaries	3,535,428	3,443,242	(92,186)
PERS/Workers Comp/Medicare	574,727	551,204	(23,523)
Health Benefits	647,723	639,427	(8,296)
Travel	70,167	72,645	2,478
Supplies	270,783	254,728	(16,055)
Contracts Services/Repairs	798,644	1,077,920	279,275
Building Rental	0	15,692	15,692
Advertising and Printing	4,405	4,549	144
Other Expenses	16,458	20,186	3,727
Equipment	86,364	118,890	32,526
Remittance to State	766,902	784,034	17,131
Nuisance Abatement Expense	500	1,250	750
Debt Service-Building	240,871	1,602,040	1,361,169
Client Services	0	7,068	7,068
TOTAL CASH DISBURSEMENTS	7,012,973	8,592,875	1,579,901
RECEIPTS LESS DISBURSEMENTS	670,225	536,958	(133,267)
Transfers/Advances-In (Receipts)	0	0	0
Transfers/Advances-Out	0	17,360	17,360
Reserve for Encumbrances	6,215,917	6,310,704	94,787
FUND BALANCE	6,886,142	6,830,302	(55,840)